



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	37H	Youth Case Management Services	12/2/2008
Subchapter:	2	Program Operation	
Section	4	Admissions (N.J.A.C. 10:37H-2.4)	

§10:37H-2.4 Admissions

(a) The PA shall develop written admissions procedures, which shall include the following:

1. Admission criteria, both inclusionary and exclusionary, that reflect the characteristics of the population to be served;
2. Referral procedures which identify service area restrictions and scheduling of intake interviews;
3. Procedures for obtaining initial clinical information;
4. Procedures for obtaining an authorized consent for service;
5. Procedures which call for documentation of the parents, or legal guardian's refusal of services; and
6. Procedures for notifying applicants and referral sources of admissions decisions, the rationale for such decisions and any information related to service initiation.

(b) The PA shall develop written policies and procedures that will assist in the gathering of initial clinical information from the referral source, however, for youth referred from the court pursuant to N.J.S.A. 2A:4A-43, such information specified in (b)1-9 below is not required from the court if it is documented as being unavailable. Such information shall be placed in the clinical record within 14 working days of contact with the referral source and shall include, but need not be limited to, the following:

1. The youth's name, address, telephone number, race, sex;
2. The name(s) of the youth's parent(s) or legal guardian(s);
3. The referral date, referral source and reason for referral;
4. Child welfare agency involvement, if any;
5. A brief treatment history;

6. A medication history;
7. The name(s) of prescribing physician(s);
8. A diagnosis; and
9. Other relevant information.

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